



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value

DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

FIRE SERVICES COORDINATOR

Class No. 000949

■ CLASSIFICATION PURPOSE

To coordinate Countywide efforts in addressing and resolving fire services issues and act as a liaison between the County and regional fire services agencies; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This unclassified management class has significant responsibility for formulating County policies and programs and coordinating Countywide fire protection and prevention efforts among multiple County departments and regional fire services agencies. Positions are allocated to the Office of Emergency Services, under the direction of the Director, Office of Emergency Services; and the Department of Planning and Land Use, under the direction of the Chief, Planning and Land Use (Building).

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Monitors and coordinates Countywide fire protection, prevention and emergency planning efforts.
2. Serves as the County representative at meetings dealing with regional fire services issues such as the Fire Chief's Association, the County Fire Marshals, County fire districts and other fire services agencies, and community groups.
3. Acts as a liaison between the County and fire services agencies to address and resolve regional plans.
4. Facilitates interaction between County departments and local fire agencies.
5. Formulates and implements County fire protection and prevention programs and policy.
6. Reviews current and pending local, State and Federal legislation pertaining to fire services and evaluates the effects on County operations and programs.
7. Performs special projects related to fire services.
8. Evaluates community fire resource needs related to land use planning changes.
9. Prepares correspondence and reports.
10. Gives presentations to groups concerning fire services issues.
11. Performs other administrative duties as required.
12. Provides responsive, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, State and local laws and regulations pertaining to fire protection and prevention.
- Current fire protection and prevention issues.
- Principles and practices of public administration and management.
- Principles of the legislative process.

- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Coordinate efforts of multiple groups to achieve mutual goals and objectives.
- Interpret and evaluate legislation, laws, regulations, policies and procedures, related to fire services issues.
- Develop and implement policies, procedures and programs pertaining to fire protection and prevention.
- Give presentations to government bodies, public groups, and representatives of fire services agencies.
- Analyze problems and identify solutions.
- Prepare reports and correspondence.
- Establish and maintain effective working relationships with public officials, County employees, other agencies, and the public.
- Deal tactfully and cooperatively with a variety of individuals, and facilitate consensus among County departments, various fire services agencies and community groups.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: an associate's degree in fire science and five (5) years of progressively responsible experience in a fire services department or agency performing fire suppression and prevention work, three (3) years of which must be in a supervisory or management position.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: July 19, 1973
Revised: December 10, 2003
Reviewed: June 2004

Fire Services Coordinator (Class No. 000949)

Union Code: UM

Variable Entry: Y